

## **The Role of Parish Councillor**

### **Eligibility for Parish Councillors**

- All councillors must be Voting Parishioners.
- No councillor may appoint a proxy.
- Six Parish councillors are elected or appointed each year at the Annual Meeting of Parishioners. Their term of office is one year. They are either elected at the AMP (four) or the Parish Priest is responsible for their appointment (two).
- All councillors and other officers serve for a maximum of six consecutive years on Parish Council. Those wishing to continue in office must take a break of at least one year from Parish Council before standing for election again.
- This rule may be waived by the Bishop at the request of the Parish Council and for good reason.
- No person holding any post of emolument from the parish shall be eligible for the offices of parish councillor. This rule may be waived by the Bishop at the request of the Parish Council and for good reason.
- Any warden or parish councillor being under contract to perform any work for the parish shall declare their interest and have no vote in related matters

### **Responsibilities of Parish Councillors**

Each parish councillor is accountable to the Priest-in-Charge, the parish community and the Diocese. The responsibilities of parish councillors include:

- Be an active participant in the mission of God's church.
- Help forward in every way possible the spiritual and evangelistic work of the Kingdom of God in the parish.
- Encourage and support the clergy, and with them to provide for the pastoral care of parishioners and also those outside the worshipping community.
- Participate in and lead the establishment and sustaining of a Safe Church environment, participating in the current training requirements of the Diocese, understanding and being

committed to the expectations, and providing encouragement, support and direction for Safe Church commitments.

- Devise and authorise works and measures for the welfare of the parish.
- Demonstrate leadership and commitment to Safe Church requirements for the benefit and wellbeing of the parish and wider community.
- Consider all contracts and works recommended to them and at their own discretion to vote the sums of money required to carry them out.
- Authorise means whereby all parish assets, buildings, furniture, equipment and property be kept in order and adequately insured against loss or damage by fire, storm or tempest or other risks as advised by the Diocese.
- Provide for the purchase of all things needed for Public Worship.
- Control all expenditure of the funds of the parish and to vote the necessary money for the payment and the provision of a Living or part Living as appropriate.
- Endorse a budget for the ensuing year for presentation at the Annual Meeting of Parishioners.
- Ensure the audit is conducted and prepared in line with Diocesan requirements. Parish councillors unable to complete this step must forward the necessary material to the Diocese to undertake this obligation for a fee.
- Table at the Annual Meeting of Parishioners the resolutions of each meeting in the previous year.
- Ensure a report of the resolutions agreed at a meeting is published within one week of that meeting being held.
- Elect a Parish Council secretary.
- Nominate to the Bishop a Safe Church Contact Person for licencing.
- Appoint, where desired, a parish treasurer who shall be a lay parishioner.
- Appoint two councillors to attend Deanery meetings if required.

- Approve all positions and appointments in the parish.
- Advise on all matters referred to them by the Bishop-in-Council or the Diocesan Trustees.
- Engage with the Bishop-in-Council or Diocesan Trustees where appropriate, by means of Resolution, Petition or Enquiry.
- Generally, to assist in the accommodation of the worshippers in the church, the collection of alms, and the provision of regular payments of the Living, Diocesan Assessments, and other Statutory Fees of the Diocese